



- Q1. Can charts, maps or graphs be used within the text of the response to the RFP?
- R1. Yes. If included within the text of the response, vendors can not exceed the 50-page limit for the technical proposal. Charts, maps or graphs may also be included as attachments.**
- Q2. Section 3.1.3, **NUMBER TO BE SERVED**, page 15: If our agency's actual number of children and family served are higher than the number listed in Appendix F in the RFP, may we use our numbers?
- R2. The estimated number of children and families receiving services is based on data for March 2006. It is given to assist potential vendors in determining the number of staff needed to successfully carryout program services. If staffing is based on numbers other than those included with the RFP, the potential vendor must indicate how the numbers were determined.**
- Q3. Section.3.1.1, **PROJECT SERVICE AREA**, page 15: if our agency proposes two regions, do we need to submit two proposals or can we simply indicate in our response that we are proposing for two regions?
- R3. Do not submit two proposals. Indicate in the response that you are proposing for two regions.**
- Q4. Section 4.2, **Proposal Format**, page 19: In writing our response to the RFP, one page will contain several sections or subsections on it. Can the **labeled tab** for that page have more than one section or subsection typed on it?
- R4. No. Each labeled tab should include the beginning section. If the page includes information for multiple sections (e.g., Vendor Qualifications 4.2.1.3 – Vendor Liability 4.2.1.9), the tab should read Vendor Qualifications 4.2.1.3.**
- Q5. Section 4.2.5.2, **VENDOR FINANCIAL STABILITY**, page 21: The financial statement for the three years immediately preceding the RFP are likely to be many pages due to the size of our organization. Should we number these statements, and will these pages count in the 50-page limit for the technical proposal?
- R5. Submit the documentation for this requirement as an attachment and it will not count against your 50-page limit. Do not number the pages.**
- Q6. Section 4.2.5.1.3, **References**, page 20: For existing CCMS contractors who only provide child care subsidy services for DHR, can the county DHR offices and their directors serve as references? If we provide parent consumer education to other agencies, can those agencies serve as a reference? Are letters of reference allowed in addition to the list of references?



- R6. County DHR offices and directors may serve as references for services performed by the potential vendor. The agencies that you provide parent consumer education to can serve as a reference. Letters of reference are not allowed.**
- Q7. Section 4.2.5.1.5, **Vendor Staff Job Descriptions**, page 21 indicates that we must list all professional licenses held by the vendor. Does this also include individual licenses held by staff, such as a social work license?
- R7. Yes**
- Q8. Section 5.0, **COST PROPOSAL**, page 24: “Vendors must submit a cost proposal ...” Are the terms “cost proposal “ and “budget” as used in this RFP considered the same?
- R8. Yes, the cost proposal and budget are considered the same.**
- Q9. Section 5.1, **BUDGET**, page 24: If our agency submits a proposal for two regions, should we include two budgets, one for each region, or one combined budget?
- R9. Submit one combined budget. You may distinguish within the budget, under each category, the expenses related to each region.**
- Q10. Section 5.1, **BUDGET**, page 24: Is there an electronic version of the budget form?
- R10. There is an electronic version of the budget form. Contact the Procurement Officer to receive an electronic copy. See page 7, Section 1.4 of the RFP for contact information.**
- Q11. Page 19, Section 4.2, Proposal Format  
Should the labeled tabs be on cardstock before each section and subsection or should tabs be placed on pages where text is written? If we are to use cardstock, would the tab pages count in the 50 page total for the Technical Proposal?
- R11. Tabs should be placed before each section on pages where text is written. Tabs do not count towards the 50-page limit.**
- Q12. Page 21, Section 4.2.5.2, Vendor Financial Stability  
The audited financial statements are lengthy. Do they count in the 50 page total for the Technical Proposal?
- R12. See response to Q5.**



- Q13. Page 9, Section 1.9.1, Required Copies  
Should our electronic copy include all attachments to the proposal or just the typed proposal itself?
- R13. Your electronic copy should include both the typed proposal and attachments.**
- Q14. May the job descriptions requested on page 21 (4.2.5.1.5) and the Audited Financial Statements requested (also page 21) (4.2.5.2) be submitted as an attachment in the 4.2.5 Attachment section or must these be included in the body of the Technical Proposal?
- R14. The audited financial statements do not count in the 50 page total of the Technical Proposal. Vendor Staff Job Descriptions may be placed in an attachment with a general description of each position included in the Technical Proposal. The attachment should be placed at the end of the technical proposal.**
- Q15. Section 4.2.4 (page 19): Licenses/Certificates/Credentials. What are specific examples of what would be included here? If the agency has a license from DHR for Child Care, should it be included in this section?
- R15. List all licenses/certificates/credentials in an attachment.**
- Q16. Vendor Certifications / page 22 / Section 4.2.5.4 (subsections .1 - .6)  
Should vendor certifications have separate signatures for each subsection or does signature on cover sheet cover these subsections?
- R16. Yes, certifications should have separate signatures. Vendors must attest to each certification.**
- Q17. Page 7, section 1, item 1.2 indicates no license required. However, this vendor holds daycare licenses. Should these be included?
- R17. Yes. Include this information as an attachment.**
- Q18. May job descriptions page 21, section 4., item 4.2.5.1.5 Vendor Staff Job Descriptions be placed in the appendix with a general description of each position in the technical proposal?
- R18. Yes, Vendor Staff Job Descriptions should be included as an attachment and a general description of each position included in the Technical Proposal.**



Q19. In Section 4, item 4.2.5.3.3 and also 4.2.5.3.5 have been skipped. How should we account for these numbers in our indexing and table of contents?

**R19. These items were inadvertently omitted. Use the numbers shown in the RFP in your indexing and table of contents.**

Q20. Regarding Key Personnel on page 21, section 4, item 4.2.5.1.5, what is meant by Key personnel? Is that everyone paid in whole or in part from project dollars?

**R20. That should read “project personnel” and it refers to everyone paid in whole or in part with project dollars.**

Q21. In reference to page 15, section 3, item 3.1.3 Number to be Served, do the instructions mean that families on the waiting list are to be used in calculating the 250 families per counselor caseload?

**R21. No. Families on the waiting list are not used in calculating the 250 family caseload per worker.**

Q22. Regarding page 19, Section 4, item 4.2 Proposal Format, should all bolded sections begin a new page? If not, do you have a suggestion as to how to multiple-label tabs for sections which require only a sentence or two such as those on pages 21-22 sections 4.2.5.3.4 through 4.2.5.4.4

**R22. See response to Q4.**

Q23. Page 23, Section 4.2.5.1, Legal Status Form. Is there a specific form we must use, if so where do we get this form?

**R23. The Legal Status Form is issued by the IRS and contains the type of business and the FEIN.**